

TITLE: Food Service Supervisor

SC/5

DEPARTMENT: Senior Center, Rutherford County

JOB SUMMARY: This position performs supervisory duties in the planning and providing of food services and the maintenance of records for the Senior Center.

MAJOR DUTIES:

- o Plans menus for senior citizens; determines menu items based upon storage items and market availability; ensures efficiency in food service operation.
- o Prepares annual budgetary requirements; monitors monthly expenditures; maintains and develops new vendor agreements; inventories stock.
- o Examines supplies to determine that quantities are sufficient to supply food needs; requisitions additional or different commodities if needed.
- o Supervises the preparation of complete meals in the kitchen; starts the cooking process; seasons; observes while cooking; removes when done; places food in warming devices.
- o Cleans designated kitchen areas.
- o Trains and supervises staff.
- o Prepares required reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal and state nutritional requirements for senior citizens.
- o Knowledge of planning and organizing meals for large numbers of people.
- o Knowledge of food service equipment and supplies.
- o Skill in preparing meals in large quantities.
- o Skills in the development of menus.
- o Skill in establishing priorities and organizing work.
- o Skill in decision making and problem solving.
- o Skill in operating general office equipment.

- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Director assigns work in terms of somewhat general instructions. Completed work is spot-checked for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county and department policies and procedures, county ordinances, state and federal nutritional guidelines, and established program goals and objectives. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in the preparation of nutritious meals for senior citizens. Inadequate assistance contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to plan and prepare meals for senior citizens. Successful performance in this position provides nutritious meals for older citizens.

**PERSONAL CONTACTS:** Contacts are typically with program participants, co-workers, other county employees, vendors, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, and motivate or influence people.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light or heavy objects and climbs ladders.

**WORK ENVIRONMENT:** The work is typically performed in an office or kitchen.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Food Service Assistant (1), and part-time personnel.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years